

Contractor Past-Performance Evaluation

I. INSTRUCTIONS:

The questions contained in Section IV of this document are intended to be used to evaluate the performance record of an Offeror submitting a proposal in response to this RFP. Please complete this Past Performance Evaluation and return to the specific contractor that requested you to provide this information to the government.

II. BACKGROUND:

The Federal Energy Regulatory Commission (FERC) requires engineering services to conduct certain operation inspections of hydropower projects at 10-15 dams with low-hazard potential classifications. This is a one-year pilot program.

ANCILLARY INFORMATION:

1. Name Of Person Completing This Form	
2. Title/Job Function	
3. Agency/Company Name and Address	
4. Telephone Number	
5. E-mail address	
6. FAX Number	
7. Date Evaluation Form Completed	
8. Name of Offeror (include company name, address, and project manager name)	
9. Type of Contract (time & materials, etc.)	
10. Period of Performance	
11. Brief description of work and objectives	
12. Was Offeror the prime contractor or a subcontractor, If sub, identify prime	

EVALUATION QUESTIONS AND SUMMARY RATING:

Section IV has two subsections, Section A is an evaluation by specific categories and provides for comments. Section B is a summary of Section A and recommendation for future contracts. Please complete each section as indicated.

Section B is a summary of performance and recommendation for future contract services.

Section A. Evaluation Categories

For each category identified in Section A, please rate the performance of the Offeror based on the following Evaluation Scale (adjust spacing based on needs):

Evaluation Scale:

Excellent Plus (EP)	Exceptionally high performance, including exceeding contract requirements.
Excellent (E)	Exceptional strength resulted in achieving all contract requirements
Good (G)	Effective performance with minor issues that did not impact achievement of all contract requirements.
Fair (F)	Performance supported achievement of most contract requirements.
Poor (P)	Contract requirements were not achieved because of failings in this performance element.

A1. Quality

Comment on technical accuracy, appropriateness and thoroughness of analysis, other aspects of deliverable quality:

A2. Cost Control

Comment on the Contractor's adherence to established budget, assignment of personnel of appropriate technical expertise, appropriate and efficient use of resources, accurate and complete billing, relationship of negotiated cost to actual cost, other aspects of cost-effectiveness:

Performance

Comment on the Contractor's responsive to Contracting Officer/COR instructions, communication links at project and technical levels, response to work scope changes, response to special requests, ability to address and resolve problems, other aspects of responsiveness:

EP E G F P U

A6. Innovation EP E G F P U

A7. Planning EP E G F P U

A8. Staffing EP E G F P U

Comment on the adequacy and qualifications of the Contractor's staff to meet project management and technical needs; availability, continuity, and performance of key personnel; ability to provide needed staffing during peak activity periods or unplanned circumstances; other aspects of staffing:

A9. Communications EP E G F P U

Comment on the clarity and effectiveness of the Contractor's communication with Contracting Officer/COR, other contractors, subcontractors, and others on technical, schedule and cost issues, on routine matters and on problems/issues, businesslike correspondence, and other aspects of communications:

A10. Deliverables EP E G F P U

Comment on the clarity, appropriateness, and editorial and design quality of the Contractor's written deliverables, including text, figures, graphics, other aspects of deliverable quality:

A11. Teamwork/Cooperation/ Business Relations

 EP E G F P U

Comment on cooperation and coordination with Contracting Officer/COR, other contractors, subcontractors, review team, and others; effective pro-active management, flexibility, effective Contractor-recommended solutions, unwillingness to put in extra effort to get tasks completed; other aspects of teamwork and cooperation:

Section B. Summary Rating and Recommendation: (See #5 for explanation of rating scale.)

	EP (5)	E (4)	G (3)	F (2)	P (1)	U (0)
a. Quality	_____	_____	_____	_____	_____	_____
b. Cost Control	_____	_____	_____	_____	_____	_____
c. Timeliness	_____	_____	_____	_____	_____	_____
d. Responsiveness	_____	_____	_____	_____	_____	_____
e. Application of Rqmts. and Guidance	_____	_____	_____	_____	_____	_____
f. Innovation	_____	_____	_____	_____	_____	_____
g. Planning	_____	_____	_____	_____	_____	_____
h. Staffing	_____	_____	_____	_____	_____	_____
i. Communications	_____	_____	_____	_____	_____	_____
j. Deliverables	_____	_____	_____	_____	_____	_____
k. Teamwork/Cooperation/ Business Relations	_____	_____	_____	_____	_____	_____
Overall Evaluation	_____	_____	_____	_____	_____	_____

Recommendation for Future Contracts:

____ Yes ____ No ____ Conditionally, Please explain:

Additional Comments:

V. Signatures: (Complete if mailed.)

Evaluator: _____ Date: _____